# Supplement: Receipts

*My*Travel

**Introduction**

This supplement adds to the information provided in the MyTravel Quick Start Guide for Travelers and MyTravel Quick Start Guide for Approvers. You can also find a wealth of introductory information in the vendor-created User Guides and Demonstrations. If you are using an online version of this supplement, selecting the links in it will take you directly to other resources, though if needed, you'll find the applicable URLs at the very end of this guide.

**Note:** For best results, use the Chrome browser to access MyTravel.

**Receipt Basics**

When using MyTravel to arrange official travel, the Joint Travel Regulation requirement for receipts remains the same. That means you must provide receipts for expenses of $75 or more and for all lodging, regardless of cost.

MyTravel offers a multitude of ways to import receipts into expense reports and associate them with the expenses they support. This supplement makes no attempt to explain them all, but does cover your three primary options:

1. E-receipt
2. Email
3. Upload

To complete any of the following processes, you must first log into MyTravel.

**Note:** MyTravel includes many options to attach receipts to expense reports. This supplement only discusses three methods.

**Receiving E-Receipts**

E-receipts offer the easiest receipt solution. Once you opt in to use e-receipts, whenever you purchase goods or services from an e-receipt enabled vendor, the system does all the work for you. Here's how that works:

1. From the MyTravel home screen, select **Profile** > **Profile Settings** > **E-Receipt Activation** to open the **E-Receipt Activation** screen (Figure 1), which is a text-heavy screen that provides good information about how e-receipts work, and explains the circumstances under which they don't work.
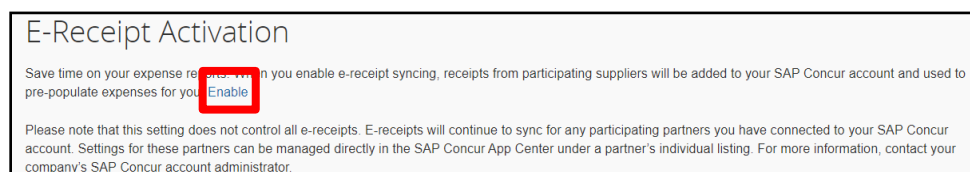


*Figure 1: E-Receipt Activation Screen*

**E-Receipts**
*(continued)*

2.  Select the word "**Enable**" at the end of the first line (Figure 1, red highlight), then select **I Agree** after you read the e-receipt activation user agreement.

    After you do that, any e-receipt enabled business can upload a receipt to MyTravel. The system then imports that e-receipt directly into your expense report when you create it, automatically associates it with the correct expense item, and itemizes it if required. Simply stated, you don't need to do anything special when e-receipts are in play.

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**Email Receipts**

When you receive a hard-copy receipt, you have two options for getting electronic images of that receipt into MyTravel. You can:

-   Email it to MyTravel, which allows you to import it to your expense report later.
-   Import it into the expense report directly from your computer (or other device).

This section shows you the email option. Here's how it works:

1.  Enter and verify one or more email addresses in MyTravel using the following steps:

    a.  From the MyTravel home screen, select **Profile** > **Profile Settings** > **Email Addresses** to open your profile's **Personal Information** screen at the **Email Addresses** section (Figure 2).
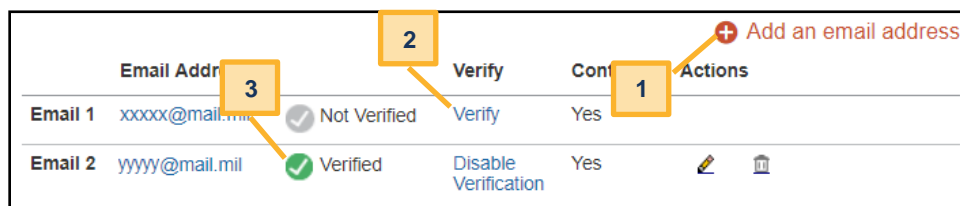


*Figure 2: Email Address Section of Profile's Personal Information Screen*

    b.  Select **Add an email address** (Figure 2, indicator #1).

    c.  Enter an email address you will use to send receipts to MyTravel. You can add up to 3 email addresses, one of which must be your work email address.

    d.  Select **Verify** (Figure 2, indicator #2) for each email address and follow the prompts. When you validate an email address, it changes status from **Not Verified** to **Verified** (Figure 2, indicator #3).

**Email Receipts *(continued)***

**Notes:**

- MyTravel <u>only</u> accepts images sent from email addresses you have verified (Figure 2, indicator #3).
- After you verify an email address, it remains validated until you disable the verification or remove the email address – meaning you only have to follow the above steps once for each email address.

2. Then, when you receive a receipt for an official expense, you can email an image of it from any validated email address to <u>receipts@concur.com</u>. Afterward, you can verify that MyTravel received it by, logging onto the system and selecting **Expense** (Figure 3, indicator #1) at the top of the MyTravel home screen. When the **Manage Expenses** screen (Figure 3) opens, scroll down to the **Available Receipts** area, which displays all receipt images (Figure 3, indicator #2) not currently attached to expense reports. The next section will cover how to import these receipts.
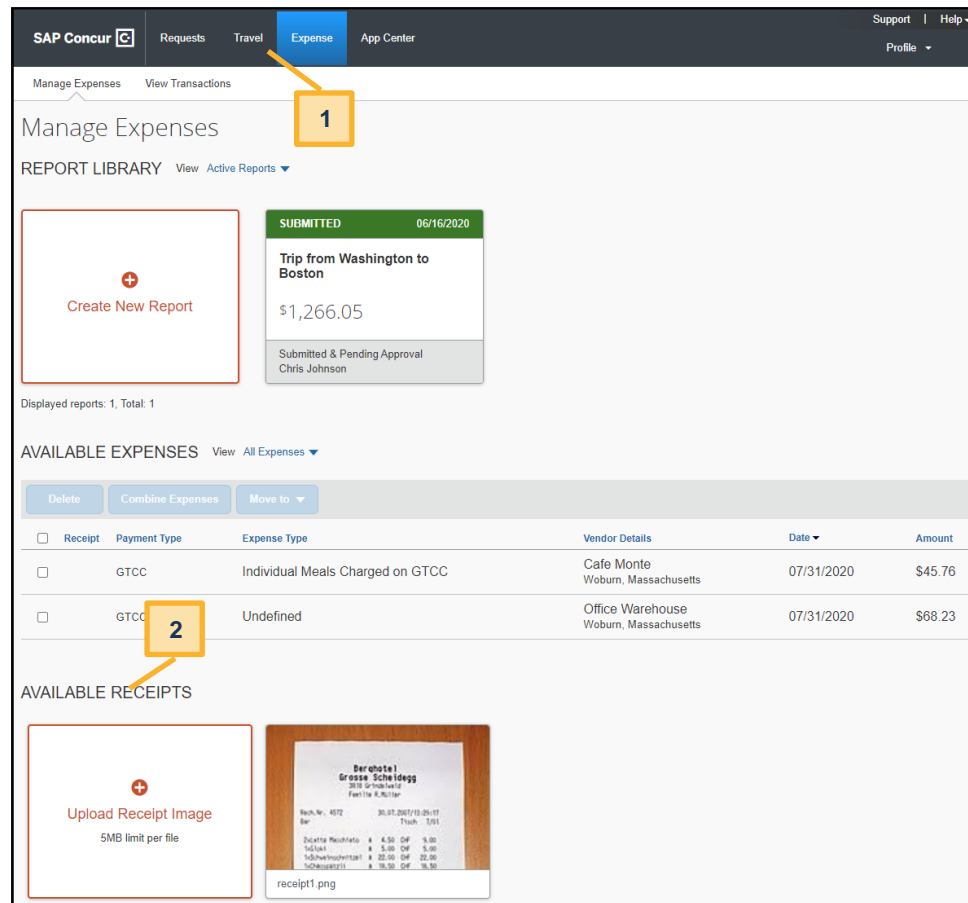


*Figure 3: Manage Expenses Screen*

**Attach Receipts**

Regardless of whether you emailed a receipt to MyTravel or saved it on your computer (or other device), you must eventually attach it to the expense it supports. This section shows you some ways to do that:

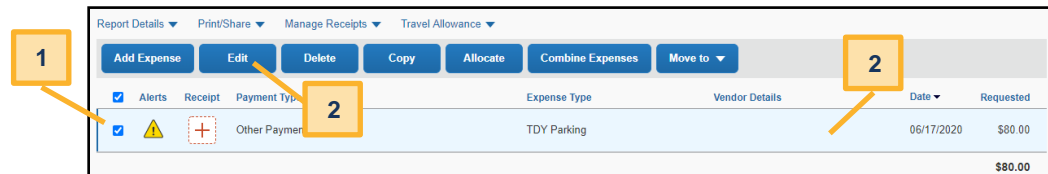1. Open your expense report. The **Expenses** screen (Figure 4) opens.



*Figure 4: Expenses Screen*

2. Check the box to the left of the expense you want to attach the receipt to (Figure 4, indicator #1), then select **Edit** (Figure 4, indicator #2) – or just select anywhere on the expense item line (Figure 4, indicator #3). Either way, the **Expense Details** screen (Figure 5) opens.



*Figure 5: Expense Details Screen*

3. Select the large **Attach Receipt Image** area on the right side of the screen. The **Attach Receipt** screen (Figure 6) opens.
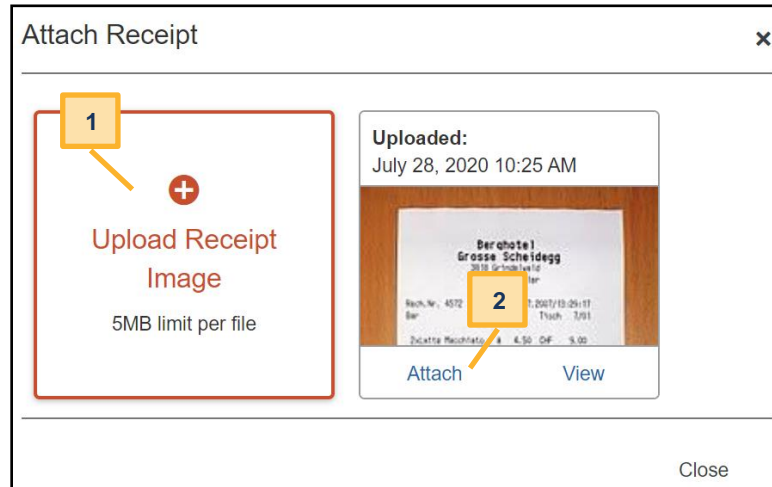
**Attach Receipts** *(continued)*



*Figure 6: Attach Receipt Screen*

4. Depending on where your receipt image currently resides, you have two options:

   a. Select the **Upload Receipt Image** area (Figure 6, indicator #1), then follow the prompts to find the image and associate it with the expense item.

   b. Receipt images you emailed to MyTravel also appear on the **Attach Receipt** screen. Select **Attach** (Figure 6, indicator #2) beneath the receipt image to associate it with the expense item.

After you associate the receipt image to the expense item, it will appear in the **Attach Receipt Image** area on the **Expense Details** screen (Figure 5).

**Additional Resources**

The items on this list provide the URLs for additional information you may find useful. Some of them are mentioned elsewhere in this guide.

1. Vendor-created User Guides and Demonstrations

   https://www.concurtraining.com/toolkit/en/expense/end-user/ui02

2. MyTravel direct link

   https://dodtravel.concursolutions.com

In addition, you can find many helpful user guides and other informational papers:

- On the DTMO website's **MyTravel** screen at https://www.defensetravel.dod.mil/site/mytravel.cfm

- By logging onto MyTravel at the link in #2 above, then selecting **Help** in the upper right corner of the screen, then **Training** on the drop-down menu.